



# THE GEORGIA DEPARTMENT OF PUBLIC HEALTH

## FACT SHEET

### HUMAN RESOURCES

#### Division of Operations

#### Human Resources Section

**Mission:**

The mission of the Georgia Department of Public Health (DPH), Division of Operations, Office of Human Resources (OHR) is to promote and protect the health status of Georgians by managing and implementing comprehensive personnel services to ensure that the human resources along with the health needs of its 1,030 employees and its customers are met.

**Background:**

Upon the transition of the Division of Public Health, Georgia Department of Community Health to full agency status as the Georgia Department of Public Health on July 1, 2011, the agency's Human Resource Units were organized under the Division of Operations as the Office of Human Resources (OHR).

**Overview:**

OHR consults with its clients on all aspects of human services, including the development of human resource policies, employee benefits, job titles, pay grades and compensation, employee relations, the performance management process, organizational development, training and ensuring fair and lawful employment practices. There are fourteen (14) employees in this office, providing the following services and related technical assistance for the Department of Public Health.

**Talent Acquisition Compensation and Development Unit****(Provides the following):**

- Specialized recruiting;
- Recruitment consultation;
- Applicant screening;
- Selection and hiring consultation;
- Salary administration (advance hires, supplements, conditional pay) ;
- Position classification and job analysis;
- Job posting;
- Education and Criminal Background Checks
- Coordinates Work Away Program (Telework).
- Coordinates State Charitable Contributions Campaign.
- Employee On-boarding/Orientation.

**Operations and Benefits Unit**

- Manages Health insurance and flexible benefits;
- Provides workers' compensation consultation;
- Provides verifications of employment;
- Processes State Office Payroll Transactions;
- Enters and verifies personnel transactions;
- Enters hours worked and pay adjustments into system;
- Monitor's and audits FLSA non-exempt staff for compliance with the Fair Labor Standards act;
- Reviews positions for exempt status under FLSA;
- Manages e-Performance processes;
- Administers Leave Program in PeopleSoft;
- Manages the Random Drug Testing Program;
- Management of Temp Services;
- Conducts New Employee Orientation;
- E-Verify on all new employees;
- Responsible for Workforce Planning.

# HUMAN RESOURCES

## **Data Management Unit**

- Gathers and transform data highlighting useful elements to assist with decision making;
- Reporting (Vacant, filled, turnover, etc.).
- Responsible for the development and management of databases for tracking of all OHR activity.
- Ad-Hoc Reporting

## **Employee Relations/Management Unit**

- Manages performance improvement/disciplinary process, including terminations;
- Reviews all written reprimands and reprimand rebuttals,
- With the Office of General Counsel, handles State Personnel Board appeals and hearings; Grievance management; Equal Employment Opportunity charges;
- Provides training of basic Supervision, Team Building, e-Performance, Manager Training and Family Medical Leave;
- Provides individual coaching and group engagement sessions to assist in the management of employee relations issues.

## **State Health Districts**

- Provide technical assistance to District HR staff in all areas pertaining to Human Resource Management;
- Recruitment-post state positions if requested.

## **Accomplishments:**

In FY2011, OHR processed 173 new employees and 3,062 personnel requests.

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